State of Nevada – Department Of Personnel

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FINGERPRINT/RECORDS TECHNICIAN IV	34	C	11.144
FINGERPRINT/RECORDS TECHNICIAN III	32	C	11.133
FINGERPRINT/RECORDS TECHNICIAN II	31	C	11.134
FINGERPRINT/RECORDS TECHNICIAN I	28	C	11.135

SERIES CONCEPT

Fingerprint/Records Technicians perform detailed and precise analysis of fingerprints submitted by federal, state and local criminal justice agencies and applicant contributors whereby fingerprints are submitted for employment/licensing background checks. The purpose of the work is to identify and maintain identification files based solely on the use of fingerprints in Nevada's Criminal History Records Repository. Separate files consisting of adult offenders, juvenile offenders and applicant records are maintained and updated using ten-print fingerprint cards and the associated record entry contained in the Repository's automated record file, whereby authorized users may make computer inquiries of the file for arrest information and/or identification purposes.

Initiates and conducts appropriate manual searches and recognizes the need for searching other classifications not indicated in order to locate record or determine non-existence of prior record.

Operates fingerprint image scanner (FIS) by utilizing automated fingerprint identification system (AFIS) procedures to ensure the proper reading of fingerprint image and to set core and access placement for minutiae reading. Operates fingerprint image monitor (FIM) by visually verifying that the fingerprint image on the screen is the same as the corresponding image on the fingerprint card. Reviews all required information for accuracy and completeness; corrects any information omitted or incomplete; and enters pattern types for each finger. When necessary, sets and/or corrects core and access placement to assist the system in setting correct geometric patterns and conducting subsequent search for the purpose of retrieving a candidate list. Reviews list to determine if any candidate warrants review and displays candidate file print image and search print image on split screen to verify and/or eliminate.

Performs file maintenance functions by sequencing and filing criminal masters according to the Henry Classification Formula and/or state identification order file; posting and deleting flags on all intra-state's NCIC and NCJIS wanted fugitives; when applicable, making current submission the new master as a result of a new scar, amputation or deformity; and examining the quality of current fingerprints against that of existing AFIS file fingerprints to determine if a rolled print substitution is necessary to upgrade the fingerprint image in AFIS.

Processes various transactions which update the database including, but not limited to, making a temporary ID record permanent; recording changes; creating a record for a first time offender; and identifying a record as being a single arrest, multi-state record via National Crime Information Center (NCIC) III inquiry.

Reviews file maintenance reports for error messages and takes appropriate corrective action to ensure that transactions were encoded accurately from existing NCIC and/or Repository formats and code manuals and to ensure that all information contained in the record is accurate and ready for dissemination.

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SERIES CONCEPT (cont.)

Obtains clear and concise inked ten-print impressions of subject's fingers including rolled and simultaneous impressions to ensure accuracy in classification and identification.

Retrieves, assembles and authenticates notarized or certified copies of recorded data and transmits data to appropriate authorities in response to court orders and/or requests from criminal and applicant users.

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CLASS CONCEPTS

FINGERPRINT/RECORDS TECHNICIAN IV

The Fingerprint/Records Technician IV functions as the unit coordinator for either the Criminal Program Unit or the Applicant Program Unit and performs under general supervision of the Records and Identification Section Supervisor. A position in this class performs the full range of duties in the series concept and performs the following additional duties:

Coordinates the planning, directing and proper functioning of work performed in either the Criminal or Applicant Unit of the Criminal History Repository to ensure the orderly flow of work through the unit. This function is performed within each unit by assigning and distributing work to personnel taking into consideration the range of individual abilities; resolving all questions on technical and procedural points received from subordinates; presenting specific suggestions to supervisor regarding proposed changes in established work systems and procedures; participating in meetings or conferences in connection with major revisions in procedure and/or policies; controlling the distribution of supplies, forms and equipment; initiating recommendations for personnel actions such as disciplinary actions and grievances; assisting in the preparation of employee development reports; and overseeing the receiving and billing of monies generated from applicant user fees and ensuring that the Federal Bureau of Investigation receives monies due from the Criminal History Repository for Nevada applicant prints searched at the federal level. (Applicant Unit Tech IV only.)

Performs quality control checks to ensure compliance with existing instructions, rules, regulations and procedures and to safeguard against missed identification. Quality control checks are accomplished by: reviewing on an intermittent basis fingerprint interpretation and classification formulas initiated by subordinate Fingerprint Technicians; randomly verifying positive identifications made by subordinates of current fingerprints against fingerprints already existing in file; reviewing and making necessary corrections, consolidations and updates in the records system database in the Nevada Criminal Justice Information System (NCJIS) by using Mapper functions and techniques which may include writing of Mapper language computer runs; checking and correcting fingerprint cards and AFIS when two or more records are found to be identical and have different state identification records; and maintaining file integrity by monitoring file growth and establishing file maintenance procedures.

Classifies and identifies the most complex fingerprints and handles the searching of special work received into the respective unit.

Prepares statistical reports on unit's data by using Mapper functions/techniques and designing Mapper applications in the Nevada Criminal Justice Information System.

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CLASS CONCEPTS (cont.)

Trains law enforcement agencies in the use of Criminal History Records, Repository services and the principles and use of the Western Identification Network Automated Fingerprint Identification System.   Trains law enforcement agencies and applicant users in the proper methods and techniques of taking fingerprints.   Assists in the training of new fingerprint personnel and recommends re-training of experienced personnel in the proper principles, practices and techniques of fingerprint identification. Receives telephone calls to instruct, review, assist or discuss section operations with officials of local, state, and federal law enforcement agencies; and with users of the Applicant Program. Prepares written responses answering these types of inquiries submitted via telephone and/or mail. Assists in the designs and writes unit's manual, work guides, pamphlet articles, flowcharts, and training material for the automated and manual operations.

Receives telephone calls to instruct new users in correct procedures for submitting fingerprints to the Repository. Resolves all problems and questions dealing with fingerprint submissions received from user agencies. The incumbent in the Applicant Unit also assumes the responsibility for all questions concerning payments and/or billings generated from user fee fingerprint cards.

Serves as the Records and Identification Section Supervisor in his or her absence.

FINGERPRINT/RECORDS TECHNICIAN III

The Fingerprint/Records Technician III position functions as a lead technician responsible for performing quality control, audit/review tasks, and providing technical direction to the Technicians at the Tech II and I level. Positions at this level perform under general supervision in all technical aspects of fingerprint identification as outlined in the series concept.

Performs quality control procedures of fingerprint processing to ensure compliance with existing instructions, rules, regulations and procedures and to safeguard against missed identifications. This function is performed by: checking on a continual basis fingerprint interpretations and classification formulas initiated by subordinate personnel; verifying all positive identifications made by subordinates; evaluating fingerprint quality; and maintaining file integrity by monitoring file growth and advising Technician IV when a problem arises.

Classifies the most difficult fingerprints received into the unit by analyzing and identifying fingerprint patterns into unique filing group by applying Henry, NCIC, and AFIS methodology for conducting subsequent searching by pattern characteristics of manual and/or AFIS files.   Searches by characteristics the most difficult fingerprints in the manual fingerprint file, fingerprint cards which require a prolonged and painstaking search, multiple superextensions and additional reference classifications.   Analyzes defective prints and judges whether correct print patterns can be determined for the purpose of classifying. Assumes responsibility for initiating and conducting appropriate searches and recognizing the need for searching other classifications not indicated in order to locate record or determine non-existence of prior record. Establishes the initial identification or non-identification of the print being searched and retains the most legible identified print for the master file.

When assigned, assists in the training of law enforcement agencies and applicant users in the use of Criminal History Records Repository services and the principles and use of the Western Identification Network Automated Fingerprint Identification System. Recommends re-training of experienced personnel in the proper principles, practices and techniques of fingerprint identification. Trains various agencies in the proper methods and techniques of taking fingerprints. May assist in the training of new fingerprint personnel.

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Page 4 of 9

CLASS CONCEPTS (cont.)

FINGERPRINT/RECORDS TECHNICIAN II

This is the journey level class in this series. Incumbents perform the full range of identification duties as outlined in the series concept. In addition, the Technician II may be called upon to perform various quality control checks and establish identifications on complex fingerprint classifications. Incumbents may assist users of the section on the basic elements of the program in the form of telephone responses to questions. The incumbent is required to perform various file maintenance duties.

All technical work, excepting that which is deemed routine by the section supervisor, is audited for quality control with routine being subject to random review by the Technician III or IV. Incumbent may also perform the quality control function of the Technician III in his/her absence or when deemed necessary.

FINGERPRINT/RECORDS TECHNICIAN I

This is the entry trainee level class in the Fingerprint/Records Technician series. Incumbents in this class perform progressive assignments in order to learn the basic elements, methods and procedures involved in the classification, identification and ordered filing under the direct technical and administrative supervision by the section supervisor. All work is reviewed for accuracy and quality and for determining the incumbent's level of abilities, knowledge and progression. Incumbent will process routine work upon completion of training. Incumbents normally progress to the Fingerprint/ Records Technician II level upon completion of 24 months of satisfactory performance and the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

FINGERPRINT/RECORDS TECHNICIAN IV

EDUCATION AND EXPERIENCE:

I
Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems and three years experience applying these systems of which one year involved the directing and auditing of the work of others; OR

II
One year of satisfactory service as a Fingerprint/Records Technician III in Nevada State service.

SPECIAL NOTE:

1.   Background Investigation: Applicants must undergo an extensive background investigation prior to being considered for appointment.

2.   Varying Shifts: Incumbents must be willing to work varying shifts, weekends and holidays.

3.   Certification: Incumbents are required to be NCIC and NCJIS certified.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of data processing relating to Mapper programs to cooperate in the design, implementation and modification of automated reporting formats, files and program concepts with the computer programmer. General knowledge of management principles and practices.

Ability to manage subordinate training, fingerprint records and clerical support staff. Ability to manage, direct, organize and supervise the activities of subordinate staff engaged in the operations of the unit to ensure that section goals and objectives are carried out.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of basic accounting principles and statistical reporting.

Ability to define unit problems, select the best course of action and make recommendations concerning an appropriate resolution. Ability to classify, search, compare and identify fingerprints expertly utilizing complex techniques and fingerprint classification formulas.

In addition, all knowledge, skills and abilities required at the lower level of this series.

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FINGERPRINT/RECORDS TECHNICIAN III

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems of classification and three years experience applying these systems and the filing and retrieval of fingerprints for identification purposes; OR

II

One year of experience as a Fingerprint/Records Technician II in Nevada State service.

SPECIAL NOTE:

1. Background Investigation: Applicants must undergo an extensive background investigation prior to being considered for appointment.

2. Varying Shifts: Incumbents must be willing to work varying shifts, weekends and holidays.

3. Certification: Incumbents are required to be NCIC and NCJIS certified.

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MINIMUM QUALIFICATIONS (cont.)

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of various federal, state and local agencies which are responsible for the administration of criminal justice. General knowledge relating to policy, procedures, practices and regulations of the National Crime Information Center, National Law Enforcement Telecommunications System and other shared networks which are available to statewide users throughout the Nevada Criminal Justice Information System. General knowledge of departmental rules, regulations, policies, State Administrative Code.

Ability to maintain cooperative working relationships with law enforcement agencies, users from the criminal justice community and private sectors and local and state governmental officials. Ability to interpret and communicate federal and state laws and regulations, court decisions and statutory proposals as applied to maintaining the unit's operational integrity and compliance to direct and share information with subordinate personnel and statewide system users. Ability to instruct user agencies in all aspects involving manuals and automated records management.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication for elimination and identification purposes. Detailed knowledge in the implementation and utilization of automated fingerprint identification system for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing. Detailed knowledge of manual and automated indexing systems as applied to referencing and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons and responding inquiries from numerous authorized users throughout the state. Detailed knowledge of federal and state regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes. General knowledge of law enforcement technology, criminal and civil, constituting the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute. General knowledge of the criminal justice process involving the legal rights of citizens, arrest, prosecution and records.

Ability to classify, search, compare and identify fingerprints utilizing complex techniques and fingerprint classification formulas. Ability to work independently. Ability to communicate both orally and in writing. Ability to operate fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and other work involving the WIN/AFIS. Ability to recognize and take legible fingerprints.

In addition, all knowledge, skills and abilities required at the lower level of this series.

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FINGERPRINT/RECORDS TECHNICIAN I	28	C	11.135

Page 7 of 9

MINIMUM QUALIFICATIONS (cont.)

FINGERPRINT/RECORDS TECHNICIAN II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems of classification; and two years experience applying these systems, and the filing and retrieval of fingerprints for identification purposes; OR

II

Two years experience as a Fingerprint/Records Technician I in Nevada State service.

SPECIAL NOTE:

1. Background Investigation: Applicants must undergo an extensive background investigation prior to being considered for appointment.

2. Varying Shifts: Incumbents must be willing to work varying shifts, weekends and holidays.

3. Certification: Incumbents are required to be NCIC and NCJIS certified.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge in the implementation and utilization of automated fingerprint identification system for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing. Knowledge of manual and automated indexing systems as applied to referencing and consolidating arrest and court disposition information that is authenticated and cross-matched to fingerprint cards of accused persons and responding to inquiries from numerous authorized users throughout the state. Knowledge of federal and state regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes. Working knowledge of various federal, state and local agencies that are responsible for the administration of criminal justice. General knowledge relating to policy, procedures, practices and regulations of the National Crime Information Center, National Law Enforcement Telecommunication System and other shared networks that are available to statewide users to the Nevada Criminal Justice Information System. General knowledge of departmental rules, regulations, policies and State Administrative Codes. General knowledge of law enforcement technology, criminal and civil, constituting the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication or elimination and identification purposes. General knowledge of the criminal justice process involving the legal rights of citizens, arrest, prosecution and records.

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FINGERPRINT/RECORDS TECHNICIAN III	32	C	11.133
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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to classify, search, compare and identify fingerprints utilizing complex techniques of fingerprint classification formulas. Ability to work independently. Ability to interpret and communicate federal and state laws and regulations, court decisions and statutory proposals as applied to maintaining the unit's operational integrity and compliance to direct and share information with subordinate personnel and statewide system users. Ability to communicate both orally and in writing. Ability to maintain cooperative working relationships with law enforcement agencies, users from the criminal justice community and private sectors and local and state governmental officials. Ability to instruct user agencies in all aspects involving manual and automated records management. Ability to operate fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and related work involving the WIN/AFIS. Ability to recognize and take legible fingerprints.

In addition, all knowledge, skills and abilities required at the lower level of this series.

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FINGERPRINT/RECORDS TECHNICIAN I

EDUCATION AND/OR EXPERIENCE

Graduation from high school or equivalent education and one year experience working in a criminal justice agency as defined in NRS 179A.030. Forty hours of course work in the classification and/or identification of fingerprints or criminology may be substituted for the one year of experience.

SPECIAL NOTE:

1. Background Investigation: Applicants must undergo an extensive background investigation prior to being considered for appointment.

2. Varying Shifts: Incumbents must be willing to work varying shifts, weekends and holidays.

3. Certification: Incumbents are required to be NCIC and NCJIS certified.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identifications of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication or elimination and identification purposes. General knowledge in the implementation and utilizing of automated fingerprint identification system for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing. Working knowledge of manual and automated indexing systems.

Ability to classify, search, compare and identify basic fingerprint patterns. Ability to operate fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and related work involving the WIN/AFIS. Ability to recognize and take legible fingerprints.

FINGERPRINT/RECORDS TECHNICIAN IV	34	C	11.144
FINGERPRINT/RECORDS TECHNICIAN III	32	C	11.133
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FINGERPRINT/RECORDS TECHNICIAN I	28	C	11.135

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the eight basic fingerprint pattern types and symbols used to classify standard fingerprint cards using the Henry system.

Ability to understand and follow routine oral and written instructions. Ability to participate in a team concept and to conduct harmonious working relationships with co-workers and all others with whom contact is made during the course of performance. Ability to write legibly and communicate clearly and concisely both orally and in writing in order to report correct and timely information. Ability to perceive minute differences in fingerprints and to withstand periods of continuous close work.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	11.144	11.133	11.134	11.135
ESTABLISHED:	7/1/91P 10/19/90PC	7/18/86	7/18/86	7/18/86
REVISED:		7/1/91P 10/19/90PC	7/1/91P 10/19/90PC	7/1/91P 10/19/90PC